



**MAAP – Local Vehicle Software Certification**  
**Ver 2.0.1 June 24, 2005**

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State of New Hampshire  
Office of Information Technology  
Agency Software Division  
Department of Safety  
33 Hazen Drive  
Concord, New Hampshire, 03305

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## Revision History

<i>Date</i>	<i>Version</i>	<i>Description</i>	<i>Author</i>
May 27, 2004	1.0	Final draft of ver. 1.0	Jim Bronson
April 25, 2005	2.0	Update to certification phase definition and addition of certification test scenarios.	Jim Bronson
June 24, 2005	2.0.1	Update certification test scenarios	Jim Bronson

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# Introduction

## Overview

### Current Situation

Several private sector companies write and sell vehicle registration software to towns and cities in New Hampshire. Some of the larger cities and towns write their own proprietary vehicle registration software. Some towns and cities use local vehicle registration software to perform the municipal portion of vehicle registration and CTA (Certificate of Title Application). Municipal Agents (MA) who are currently online with state registration and title applications on the legacy system and have local software must enter registration data twice. Once into their local software and again into the state system – i.e., “double entry”.

### MAAP Goal

One goal of MAAP, which is a web-based application, is to eliminate the double entry for MAs who are online and have local software. The state will provide a web browser interface to MAs who are online (or will come online) who do not have local software. The browser will transmit data to and from the MA and will provide the screen presentation (User Interface or UI). MAAP will interface with local vehicle software via XML messages. The state designed XML message will transmit data, but will not provide a UI. The local software will provide a UI to the local user.

### Agent of the State

The State of New Hampshire DMV (Division of Motor Vehicles) employees agents, who are not state employees to perform motor vehicle registration and title transactions. The first agents employed by DMV are Municipal Agents (MA). MAs are employed by towns and cities to perform the municipalities' local vehicle and boat registration activities. Agents of the state may include, but are not limited to, automobile dealers, boat dealers, marinas, and other private companies.

### Local Vehicle Software Certification

Local vehicle software must be certified to interface with MAAP before it can be used by agents of the state to connect to the MAAP. The state will provide a test platform and test cases for vendors and cities to test and certify the XML interface between their local vehicle software and MAAP. Test cases will have known inputs and will specify known outputs as reflected by proper transaction entries in the MAAP database.

### When Local Vehicle Software Must be Certified

Software certification will take place at one of three situations:

- Initial MAAP Implementation
- Certifying New Local Software Vendors or Cities/Towns
- Re-certification of Local Software after changes have been made to MAAP or the local software

Note, the local vehicle software must be certified. There are no plans to certify individual agents of the state except for those who have their own proprietary software. Once a vendor's software is MAAP certified any agent of the state may use it as long as that installation conforms to the certification.

### Where Certification will Take Place

Software certification may take place at the software developer's location or at a state location. The state reserves the right to require software developers to perform certification of their software at a state location. The state location will be at an OIT (Office Information Technology) or DMV (Division of Motor Vehicles) location in Concord, New Hampshire. If certification takes place at a state location the state will provide a workstation location for the software developer and state observers. The state will work with the

software developer to determine what infrastructure will be needed for the installation of the software being certified at the state location and which party will provide the needed parts of the infrastructure.

## MAAP Certification of Local Vehicle Software

### ***Certifying for Initial MAAP Implementation***

The state Office of Information Technology (OIT) Agency Software Division (ASD) division at the Department of Safety (DOS) has been meeting with potential MAAP interface partners since December 2002. The following table contains a list of the vendors and municipalities that were invited to these meetings.

<i>Potential MAAP Interface Partners as of April 19, 2004</i>	
<b><i>Organization Type</i></b>	<b><i>Organization Name</i></b>
Vendors:	Avitar Associates of NE
	Business Management Systems, Inc. (BMSI)
	Interware Development Company, Inc.
	MuniSmart Systems, LLC
	Vadar Systems, Inc
Cities/Towns:	City of Concord
	Town of Hudson
	City of Keene
	City of Manchester
	City of Nashua
	City of Salem

Local vehicle software developers must certify their software before agents of the state may use it to interface with MAAP. First the vendors/cities will use a state provided platform to test against during their MAAP their interface development. Later they will interface with the same platform to certify their new software.

### **State Focus for Certifying for Initial MAAP Implementation**

The state will focus on those potential MAAP interface partners that serve towns/cities that are currently online with the legacy system prior to MAAP implementation. Software developers that have local vehicle software in cities/towns that are not online with the legacy system will be accommodated as the certification schedule allows. OIT ASD at DOS will maintain the certification schedule that is negotiated with OIT, DMV, and MAAP interface partners (i.e., local vehicle registration software developers). That schedule is separate from this document.

### ***The Certification Process***

#### **Scheduling MAAP Interface Testing and Certification**

The state will work with local software developers to schedule MAAP interface testing and certification based on the software developers' readiness to test and certify their software. The local vehicle software developer's schedule and the state's MAAP implementation schedule and needs will also be considered when making the testing and certification schedule.

Local vehicle software developers must notify the state, in writing, at least three months prior to starting their XML interface certification process.

## **MAAP Certification Grading**

Local vehicle software developers must successfully complete all certification test cases to certify their software. If the software fails to certify the state will work with the local vehicle software developer to schedule another certification attempt.

## **Certification Scenarios and Test Scripts**

OIT ASD will publish a test plan, which consists of several sets of test scenarios and scripts for interface testing and certification. See Appendix A of this document.

## **Two Phases of Interface Testing and Certification**

### **Phases of Certification and Responsibilities of Parties**

Testing and certification on the MAAP test platform is broader than simply testing the XML interface. The testing/certification will test the capability of the local vehicle software to perform state registration and title application functions. OIT and DMV will share the state's responsibility for certification.

#### **Phase 1 – Local Software Development and Informal Testing**

The state will provide a test platform to give local vehicle software developers the opportunity to test their interface against the functionality of MAAP. Phase 1 is primarily intended for local vehicle software developers to develop and unit-test their software.

##### *Unit Testing of Local Vehicle Software*

The local vehicle software developer will test that they can create all XML messages from their local system and that their local software is working correctly.

##### *System Testing of Local Vehicle Software*

The software developer will run at least one test from each scenario supplied by the state to ensure that all can be processed accurately from end-to-end. If issues arise the software developer will provide the state with the XML request that they generated and reply XML that they received from the state.

#### **Phase 2 - Certification of Vendor/City MAAP Interface**

Phase 2 of certification is the actual certification process. When the local vehicle software developer determines that her/his software is ready to be certified he/she will schedule the certification process with the state. The state will publish sample certification test cases and will provide a MAAP platform for the software certification process. The state will supply test cases to the software developer based on the municipality that the developer will use for their certification.

##### *DMV Certification*

The software developer will run a test set of scenarios (see Appendix A below in this document) that will be overseen by DMV business users. DMV will observe the operation of the local vehicle software and the results of the MAAP interaction. The following DMV personnel will sign to verify the successful completion of the scenarios:

- DMV MA Coordinator
- Director of DMV



### *XML Certification*

OIT will verify the proper execution of at least one of each possible scenario performed during the DMV certification. The software developer will provide to OIT hard copies of all documents created by the test case transactions and any screen snaps of the local vehicle software as requested by OIT. OIT will verify that the correct data changes occur in the MAAP Oracle and IDMS databases. The following OIT ASD personnel will sign to verify the successful completion of the scenarios:

- OIT ASD Software Development Specialist performing the certification
- OIT ASD Manager

### ***Upon Completion of Certification***

Upon successful completion of local vehicle software certification the state will issue a Certificate of MAAP Interface Certification to the software developer. Both state representatives and a representative of the local vehicle software developer will sign the certificate.

The following state representatives will sign the certificate:

- Director of DMV
- OIT ASD Manager

The following local software developer representative will sign the certificate:

- For a municipality with proprietary local vehicle software:
  - Treasure or IT Manager or similar level of signature authority
- For a commercial software developer selling publicly available local vehicle software:
  - Director level or above or proprietor or partner

The state will also place the software name, release number of the certified software, and the certification status on the state's public website for MAAP.

### ***Certifying New Local Software***

As MAAP matures new interface partners (i.e., commercial software developers or agents of the state) may come into being. That software must be certified before agents of the state may use it with MAAP. The certification process for new software will be the same as for the initial MAAP implementation.

After MAAP is implemented new software developers or those known developers who did not yet certify may request to certify their local software. The state will work with these developers to schedule their MAAP interface testing and certification. The Test Platform Schedule for this software certification will follow the same pattern as that used for Certifying for Initial MAAP Implementation. Each software developer's schedule will be customized for their needs.

### ***Re-certification of Local Software***

From time to time either MAAP or local vehicle software will be upgraded. At that time the state may require local software to be re-certified. The state reserves the right to change the status of any agent of the state using local vehicle software to connect to MAAP when it is determined that that agent's software must be re-certified. The change to the agent's status may include, but not be limited to, the agent performing the state transactions manually and submitting paper copies of documents to the state for entry into MAAP.

### ***Re-certification for MAAP Upgrade***

## **Scheduled MAAP Upgrades**

MAAP will be upgraded for added functionality, enhancements, or bug resolution. When that occurs, the state will determine if the changes affect the XML interface or local vehicle software. In the case where the upgrade affects local software the state will notify the developers ninety (90) days before the scheduled implementation of the new MAAP release to give local software developers time to make any necessary changes to their local software. The state will also determine whether part or the entire local software and XML interface needs to be re-certified.

Re-certification of local software due to changes in MAAP will be scheduled by the state on an as needed basis. Those schedules will accommodate local vehicle software developers as needed while adhering to the state's needs. Local vehicle software may be de-certified by the state if the developer does not follow the state's schedule for re-certification. The state will not allow any agent of the state to connect to MAAP using local vehicle software that is de-certified.

Local vehicle software that must be re-certified due to MAAP upgrades must be re-certified within sixty (60) days of the state notifying the software developer of the MAAP upgrade and delivering the design changes to the developer.

### **Emergency MAAP Bug Fixes – Exception to Ninety Day Notice**

In the case of emergency bug fixes, the state will make every effort to notify local software developers of the change in a timely manner. Emergency bug fixes may be made without notification. The state will then notify local software developers after the fix has been made. The state will determine what portions of the interface must be re-certified by local software developers. The state and local software developers will establish the schedule for re-certification.

## **Re-certification for Local Software Upgrade**

### **Scheduled Local Vehicle Software Upgrades**

Local software developers must notify the state in advance of planned software upgrades that affect MAAP. Local software developers must notify the state at least ninety (90) days prior to the developer's desire to re-certify. The upgraded version of the local software will not be allowed to interface with MAAP until it has been certified by the state. The state will work with the local vehicle software developers to determine if their software must undergo a full MAAP interface certification or if partial (i.e., regression) testing is sufficient.

### **Emergency Bug Fixes to Local Vehicle Software**

In the case of an emergency bug fix to local software, local software developers must notify the state immediately regarding the change. At that time the state will determine the schedule for re-certification and whether the upgraded local software will be allowed to continue to interface with MAAP before re-certification.

## **De-certification of Local Vehicle Software**

The state may de-certify local vehicle software for the reasons stated above regarding re-certification after changes to MAAP or to local software. The state may also de-certify local vehicle software that it deems is causing MAAP system malfunctions or performance degradation.

### **Consequences of Local Vehicle Software De-certification**

The state will immediately disconnect from MAAP all agents of the state that are using de-certified local vehicle software. Those agents of the state will be reconnected to MAAP only when they start using local vehicle software that is certified to interface with MAAP.

### ***Reconnection to MAAP***

The state will work with the agents of the state and with their software developers to either re-certify their local vehicle software to interface with MAAP or to connect the agents of the state to MAAP using the MAAP Browser. Each situation will be handled on a case-by-case basis.

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## Appendix A: Test Scenarios for Municipal Agents

### General

#### Security Login

Security Login Scenario List		
ID	Step	Scenario Description/Step
1	a	Login using valid credentials (User Id, Password, Location )
	b	Main Menu is displayed based on the User Role
2	a	Login without entering User ID
	b	Message is displayed "Username cannot be blank" "
3	a	Login without entering Password
	b	Message is displayed "Password cannot be blank" "
4	a	Login after entering an Invalid Password
	b	Message is displayed "Incorrect password"
5	a	Login after entering an Invalid Location Number
	b	Message is displayed "Incorrect Location Code"
6	a	Login using valid user name, password, location code for a user who's password expires in the next 7 days
	b	Shown page with warning message "Your password is about to expire" and links to "Change Password" and "Continue to main menu"
7	a	Login using valid user name, password, location code for a user who's password has already expired
	b	Shown page with warning message "Your password has expired". The user is redirected to 'Change Password' screen.
8	a	Login using valid user name, password, location code for a user who has already logged into the system
	b	Shown page with warning message "User has already logged in from another location"

Security Login Scenario List		
ID	Step	Scenario Description/Step
9	a	Login using valid user name, password, location code
	b	process a financial transaction (reg renew)
	c	Select a passenger plate.
	d	Owner and vehicle info is displayed.
	e	State portion is being performed. Decal is assigned and Permit Audit Number is entered.
	f	Summary Page is displayed
	g	State fee is displayed and collected.
	h	The Registration form is updated with the new information and is printed w/ decal, plate number and ringline.
	i	Do not perform a close out. Click on Logout and exit MAAP
	j	Login using valid user name, password, location code. This location code is different than the location code in (a) above.
	k	The User is directed to the Close Out Screen to perform a close out.
10	a	Login using valid user name, password, location code
	b	process a financial transaction (reg renew)
	c	Select a numeric passenger plate.
	d	Owner and vehicle info is displayed.
	e	State portion is being performed. Decal is assigned and Permit Audit Number is entered.
	f	Summary Page is displayed
	g	State fee is displayed and collected.
	h	The Registration form is updated with the new information and is printed w/ decal, plate number and ringline.
	i	Do not perform a close out. Click on Logout and exit MAAP
	j	Login using valid user name, password, location code. This location code is same as in (a) above. The login date is different (next day).
	k	The user is logged in and is directed to the Close Out Screen.

## Security Logout

Security Logout Scenario List		
ID	Step	Scenario Description/Step
1	a	Logout by clicking Logout link on the top right hand corner
	b	Login page should display with following message "The user has been successfully logged out"
2	a	Leave the system unused for 15 minutes and then tries to access any link
	b	Login page should display

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## Security Password Change

Security Password Change Scenario List		
ID	Step	Scenario Description/Step
1	a	Click " Password Change" Link on the upper right hand corner of the page
	b	Enter the correct password in "Current Password" field
	c	Type in a new password which has not been used previously in the "New Password"
	d	Retype the New Password in the "Retype New Password" field and click OK
2	a	Click " Password Change" Link on the upper right hand corner of the page
	b	Enter the correct password in "Current Password" field
	c	Type in a new password which has not been used previously in the "New Password" . The password is less than 7 characters in length
	d	Retype the New Password in the "Retype New Password" field and click OK
	e	Process is stopped and a message is displayed "Password should be at least 7 characters in length"
	f	Change the password to the required length
		Retype the password and click OK
		New password has been successfully saved and changed.
3	a	Click " Password Change" Link on the upper right hand corner of the page
	b	Enter the correct password in "Current Password" field
	c	Type in a new password entering different passwords in "New Password" and "Retype New Password" fields
	d	Process is stopped and a message is displayed "New Password entered incorrectly"
4	a	Click " Password Change" Link on the upper right hand corner of the page
	b	Enter the correct password in "Current Password" field
	c	Type in a new password using one of the previous 8 passwords in the "New Password" and "Retype New Password" fields
	d	Process is stopped and a message is displayed ""Cannot use any of the 8 previous passwords""
5	a	Click " Password Change" Link on the upper right hand corner of the page
	b	The password Change Screen is displayed

Security Password Change Scenario List		
ID	Step	Scenario Description/Step
	c	Click Cancel. User is redirected back to Main Menu.
6	a	Click " Password Change" Link on the upper right hand corner of the page
	b	The password Change Screen is displayed
	c	Enter an incorrect password in "Current Password" field
	d	Process is stopped and a message is displayed "Incorrect Old Password Entered"

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## Closeout

Closeout Scenario List		
ID	Step	Scenario Description/Step
1	a	Click Close Out on Main Menu (include Internet Credit Card, cash, check, SS used, SS generated ,CM used, CM generated, refunds)
	b	Enter the Valid Tender types and corresponding amounts for the Financial batch being closed and click on Close
	c	The tender types and amount are ok and the close out is successful
	d	Print the Close Out screen
	e	Return to Main Menu
2	a	Click on Close Out on the Main Menu (E-cash scenarios were processed in this Financial Batch)
	b	Enter the Valid Tender types and corresponding amounts for the Financial batch being closed and click on Close
	c	The tender types and amount are ok and the close out is successful
	d	Print the Close Out screen
	e	Return to Main Menu
3	a	Click on Close Out on the Main Menu
	b	Enter the Valid Tender types and corresponding amounts for the Financial batch being closed and click on Close
	c	The tender types and amount are not ok and the close out is not successful
	d	The supervisor Override is required and the Supervisor Logs in.
	e	Print the Close Out screen
	f	Return to Main Menu
4	a	The clerk logs into MAAP
	b	from the Main Menu, click on Close Out (No transaction was performed)
	c	Error Message " Cannot Close Out as no transactions have been processed"
5	a	The clerk did not perform a close out the previous day and logs into MAAP.
	b	After a successful login, the close out screen is displayed as the clerk did not close out the previous day
	c	Enter the Valid Tender types and corresponding amounts for the Financial batch being closed and click on Close
	d	The tender types and amount are ok and the close out is successful
	e	Print the Close Out screen
	f	Return to Main Menu

## Registration

### View Registration

View Registration Scenario List		
ID	Step	Scenario Description/Step
1	a	Search a valid registration by Plate Number.
	b	The selected registration is displayed for the plate selected
	c	Click on back to search for another Registration
2	a	Search a valid registration by Plate Number.
	d	The selected registration is displayed for the plate selected
	e	Click on back to search for another Registration
3	a	Search a valid registration by Plate Number.
	b	The selected registration is displayed for the plate selected
	c	Click on back to search for another Registration
4	a	Search a valid registration by Plate Number.
	b	The selected registration is displayed for the plate selected
	c	Click on back to search for another Registration
5	a	Search an expired registration by Plate Number.
	b	The selected registration is displayed for the plate selected
	c	Click on back to search for another Registration

## New Registration

New Registration Scenario List		
ID	Step	Scenario Description/Step
1	a	Register an existing, Title exempt passenger Vehicle in MAAP with a compliant VIN (1980 vehicle - not antique)
	b	with a single owner - add a new (person) Owner to the system
		Select Town Portion Only. Select a PASS Plate and enter the Permit Audit Number.
	e	Fee settlement should show the Town fee only and the State fee based on the Plate Type selected.
	f	Customer pays Town money with exact cash
	g	Print the Town portion of the Registration
2	a	Register the above registration in a State Location. Enter the VIN (same as above)
		select the same owner as above
	c	assign an antique pass plate. Not allowed.
		Assign a regular passenger plate.
	d	Assign a Decal Number
	e	fee settlement should show the State fee.
	f	customer pays State money with check
	g	Print the ring line on the registration and endorse the State Check
3	a	Register an existing Title Exempt (1989 or older, axles = 2 and GVW ≤ 26000 lbs) Vehicle (Body Style = DUMP) in MAAP with a non compliant VIN
	b	with multiple owners - add a new (Corp) Owner as primary
		and an existing (person) owner as an additional owner. Perform an address change.
	c	assign an AGRI plate type (Town and State Portion) at an MA Location
	d	Assign a Decal and permit audit number
	e	fee settlement should show the State and Town fee (No other items in the cart)
	f	customer pays State and Town money with exact cash
	g	Print the complete registration
4	a	Register a new passenger Vehicle in MAAP with a compliant VIN
	b	with a single owner - add a new (person) Owner (under 16 yrs)
	c	Process Not allowed. Click on Cancel Edits to return to the Owner Search screen.

New Registration Scenario List		
ID	Step	Scenario Description/Step
		Click on Cancel to cancel the process.
5	a	Perform a CTA. Click on CTA link on the Main Menu.
	b	Register a new passenger vehicle with a Compliant VIN (not in MAAP, exists in VINPKG)
	c	with a single owner - add a new (person) Owner (between 16 and 18 yrs old)
	d	On the Additional Title Information screen, generate a CTA Number and select MCO and Town Only under Application Origin.
		Click on New Registration Link on the bottom to continue with the registration.
	e	Select Town Portion Only. Select a Plate Type to determine approx State Fees. Enter Permit Audit Number.
	f	Cannot assign a Decal
	g	fee settlement should show the Town fee only to be collected and State fee displayed but cannot accept (No other items in the cart)
	h	customer pays Town money with check and no endorsement for the check since it is Town Monies
	I	Print the Town Portion of the registration
6	a	Continue the above registration in the State to complete the State portion of Registration. Retrieve the same vehicle as above.
	b	retrieve the same owner as above
	c	Select State Portion Only. Assign a Plate Number.
	d	Assign a Decal and enter the Town Fee Date
	e	fee settlement should show the State fee only to be collected and Town fee displayed but cannot accept (No other items in the cart)
	f	customer pays State money with cash
	g	Use the same Registration Print from the Town and update the form with the (Plate Number, Plate Type, decal and ringline)
7	a	Click on CTA and perform a CTA for a Truck (GVW = 30000) with a Non Compliant VIN
	b	for an Owner that exists in MAAP. The Last Name search results in a Name Resolution screen.
	c	The User selects an owner from the list displayed. The selected Owner has a Handicap indicator set to Y and has 1 handicap placard issued
	d	On the Additional Title Information: generate CTA Number, select Town Only (\$2) as the Application Origin.
	e	Click on Registration to process the Town Only Registration for this vehicle.
	f	On the Plate screen, select Town Portion Only and enter the Permit Audit Number.
	g	Decal cannot be issued since Town Only portion was performed.
	h	Summary screen will display the vehicle and the owner information
	I	The Fee settlement screen will have 2 items in the shopping cart. Town Portion of CTA and Registration. Appropriate fee for the process is charged. The MA has the option to add any additional fee into the MA fee, misc fee categories.
	j	The customer pays the town portion by check. This check is not endorsed by MAAP since it is NOT a State payment check.

New Registration Scenario List		
ID	Step	Scenario Description/Step
	k	Print the Town Portion of the Registration and generate a receipt for the customer.
		PLEASE DO NOT ATTEMPT THE FOLLOWING SCENARIO SINCE THE PROCESS IS STILL UNDER DEVELOPMENT -DKCR7
9	a	Register a new (not in MAAP) 1940 motorcycle with a Non Compliant VIN.
	b	for an existing (Person) Owner who needs to perform a Name Change. Process stopped as Name Change cannot be performed by an MA.
	c	select a person (exists in MAAP)
	d	Select Town and State Portion. Assign a Motorcycle Plate (No CTA exists)
	e	Assign a Decal and permit audit number
	f	fee settlement should show the State and Town fee (No other items in the cart)
	g	customer pays by cash
	h	Print the validation line on the registration
8	a	Register an existing passenger Vehicle in MAAP with a non compliant VIN and results in a VIN Resolution. Select 1 (any) vehicle and click on OK.
	b	select an Owner who is marked as deceased.
	c	A message is displaye that the Owner is deceased. Process Not allowed
	d	Click on SEARCH and then CANCEL to exit from the process.
9	a	Register an existing vehicle with GVW = 16000 lbs.
	b	select an Owner with a protested check for the State
	c	A message is displayed and the Process is not allowed to continue.
		Click on SEARCH and then CANCEL to exit from the process.
10	a	Initiate a CTA for a 1995 Trailer with GVW = 3500 lbs that exists in MAAP
	b	for a single individual owner that exists in MAAP
	d	generate a CTA Number and Application Origin selected is Town and State and MCO is provided. Click Finish CTA
	e	fee settlement should show the appropriate fee (No other items in the cart)
	g	customer pays by cash
	h	Ring line is printed on the CTA and a receipt is generated.
	a	Register a 1995 Trailer with GVW = 3500 lbs that exists in MAAP (as above)

New Registration Scenario List		
ID	Step	Scenario Description/Step
10	b	
	b	for an individual owner (as above)
	c	add an additional individual owner that exists in MAAP
	d	Select Town Portion of the registration and enter the permit audit number.
	e	Process stopped as Owners do not match with CTA
	g	Click Back and go to the Manage Owners screen. Select the additional Owner and delete the additional owner.
	h	fee settlement should show the Town registration fee. The MA may adds additional fee under Misc Fees.
	i	customer pays the Town Portion by cash
	j	Print the Town portion of the Registration.
11	a	Register the above vehicle in State. Register a 1995 Trailer with GVW = 3500 lbs that exists in MAAP (as above)
	b	for an individual owner (as above)
	c	Enter the plate number / plate type to be assigned to the vehicle
	d	Assign a Decal and permit audit number
	e	fee settlement should show the State fee (No other items in the cart)
	g	customer pays by more check than was required.
	h	The user requires a Supervisor Override to generate a Credit Memo. The Supervisor logs in.
	i	Click on Over/Short. Generate a Credit memo. The ownersID is populated and the amount. Click Next
	j	The user is directed back to the Fee Settlement screen and the Credit memo appears on this screen. Click on Confirm Payment.
	k	Print the State portion of the registration
12	a	Register an existing vehicle with a Vehicle Suspension
	b	Process Not allowed
13	a	Click on CTA and perform a CTA for a new vehicle with a Compliant VIN. The vehicle exists in VINPKG but does not exist in MAAP
	b	Lease the vehicle from a Leasing Company that exists in MAAP.
	c	The Lessee is an individual with an outstanding Short slip towards the State.
	d	Resequence the Owners by having the individual (Lessee) as the Primary and the Leasing Company as the additional. Not Allowed.
	e	Delete the Individual Lessee and try to proceed. Not Allowed. A Leased vehicle needs to have a Lessee.
	f	On the Additional Title Information: generate CTA Number, select Dealer (\$2) as the Application Origin.
	g	Click on Registration to process the Registration for this vehicle.

New Registration Scenario List		
ID	Step	Scenario Description/Step
	h	On the Plate Screen, Select Town and State Portion. Select a Vanity Plate that is not available (currently issued)
		The Clerk selects another Vanity Plate (IPASS) to be assigned. The same number requested is issued in IMOTO plate type. (Plate is issued as IMOTO and IPASS do not share the vanity numbers)
	l	Assign an out of sequence Decal. A message is displayed regarding out of sequence decal. Assign permit audit number
	j	Summary screen will display the vehicle and the owner information
	k	The Fee settlement screen will have 2 items in the shopping cart - CTA and Registration. Appropriate fee for the process is charged. The MA has the option to add any additional fee into the MA fee, misc fee categories. The State portion would include the Short Slip for payment.
	l	The customer pays by Travelers Check which is greater than the required amount. A change back is shown on the Fee settlement screen.
	m	Print the Registration and generate a receipt for the customer.
	n	IDMS: validate the short slip number that was paid has been posted in IDMS as paid.
	o	IDMS: validate with the warehouse that they receive the order to manufacture the Vanity Plate.
14	a	Click on CTA and perform a CTA for a vehicle that exists in MAAP with a Compliant VIN.
	b	The primary Owner is a Corporation.
	c	No Additional Owners
	d	On the Additional Title Information: generate CTA Number, select Town and State (\$27) as the Application Origin.
	e	Click on Finish CTA and the Fees settlement screen is displayed.
	f	The fee settlement has the CTA transaction only.
	g	The customer pays by cash.
	h	Print the CTA and Generate a receipt for the customer.
15	a	Continue with the Registration of the same vehicle as above. Click on New Reg and enter the VIN as above.
	b	Select a person that exists in MAAP as the Primary Owner.
	c	Select the same Corp as above as the additional Owner.
	d	Select a PASS Plate Type and number. Enter the Permit Audit Number.
	e	Process Stops as the Owners do not match the CTA.
	f	Go back to the Manage Owners Screen and delete all the current owners. Start by deleting the additional Owners and then delete the Primary Owner.
		Add the Owners such that the Corp is the Primary
	g	Now Register the vehicle with Corp Owner as the only owner. This matches the CTA.

New Registration Scenario List		
ID	Step	Scenario Description/Step
	h	Change the plates from earlier. Select a plate which is not a match for the vehicle being registered. (select plate type MOTO). The process stops and provides a message for incorrect Plate for the Vehicle
		Assign an ICPAS plate (Moose Vanity). Select a plate number that exists on a IPASS plate Type. Process stopped as ICPAS and IPASS share the plate numbers.
	l	Assign another Plate Number for the ICPAS plate type.
	j	Assign a Decal and permit audit number
	k	fee settlement should show the State and Town fee. (No other items in the cart)
	l	customer pays by cash
	m	Print the registration and generate a receipt.
	n	IDMS: validate the Warehouse for the order received for the Vanity Plate
	o	IDMS: validate the Financial system for the Fin transaction occurred above.
16	a	Register a title exempt passenger vehicle with a Compliant VIN
	b	for Multiple Owners. The primary is an individual
		The additional owners is an individual.
	c	Select a controlled plate to be assigned.
	d	Process Not allowed
17	a	Register a new, title exempt, passenger vehicle
	b	for an Individual Owner that exists in MAAP
	c	assign an APRO Plate type
	d	Process Stopped as MA cannot perform APRO Plates
18	a	Register a new Vehicle (model = Generator ) Select Body Style = CONET GVW < 7500 lbs. CTA not required.
	b	for an Individual Owner that exists in MAAP
	c	fee settlement should show the Town fee. (No other items in the cart)
	d	customer pays by cash
	e	Print the registration - Town Portion Only
19	a	Register a wrecker with (Body Style = 3RATE). Axles = 2, GVW = 25000lbs or less and Model Year = 1988 or prior.
	b	to a corporation that exists in MAAP
	c	select Town Portion only. Enter the Permit Audit Number.



New Registration Scenario List		
ID	Step	Scenario Description/Step
	d	fee settlement should show the Town fee.
	e	customer pays by cash.
	f	Print the Town Portion of the registration
20	a	Register an existing title exempt passenger Vehicle in MAAP.
	b	with a single owner - Owner exists in MAAP
	c	Select Town Portion only for registration.
	d	fee settlement should show the Town fee (No other items in the cart)
	e	customer pays Town money with exact cash
	f	Print the registration and the customer receipt.
21	a	Register an existing vehicle with a complaint VIN.
	b	to an owner who is currently on the same vehicle.
	c	Process stopped as vehicle is registered to the same owner.
22	a	Register an existing title exempt truck (GVW <= 25500 lbs) with a Non Compliant VIN. The vehicle has 2 axles.
	b	for an owner who exists in MAAP
	c	Select Town and State Portion. Assign a FARM plate
	d	Assign a Decal and permit audit number
	e	fee settlement should show the State and Town fee (No other items in the cart)
	f	customer pays Town money by check and State money by check
	g	Endorse the State check only.
	h	Print the registration
23	a	Register an existing antique passenger vehicle in MAAP
	b	for an owner that exists in MAAP
	c	assign an IPASS plate that shares a plate number with a Plate type of IANTI (These plates do not share the same table: i.e.: the same initial plate number can exist twice - once as Plate type IPASS and once as plate Type IANTI)
	d	Plate is assigned and decal is assigned. Assign a permit audit number
	e	Appropriate fee is charged
	f	The customer pays Town and State by cash
	g	generate a receipt and print a registration.

New Registration Scenario List		
ID	Step	Scenario Description/Step
24	a	Register a new, trailer with a non compliant VIN (NHTR VIN). Trailer does not exist in MAAP currently.
	b	Add the trailer and enter the GVW as 3100 lbs. Click Next.
	c	Process stops as NHTR VIN trailer should have weight of less than 3001 lbs.
	d	correct the weight and enter it as 2900 lbs
	e	select an owner who exists in MAAP
	f	Assign a trailer plate and decal. Assign a permit audit number
	g	The customer pays Town and State by cash
		generate a receipt and registration
25	a	Register a title exempt (model year = 1989 or prior) trailer with a non compliant VIN (NH VIN). Does not exist in MAAP currently.
	b	Add the trailer and enter the GVW as 2900 lbs. Click Next.
	c	Process stops as NHVIN trailer should have weight of more than 3000 lbs.
	d	correct the weight and enter it as 3100 lbs
	e	select an owner who exists in MAAP
	f	Assign a trailer plate and decal. Assign a permit audit number
	g	Process stops as CTA does not exist for this vehicle.
	h	Click on CTA and enter the NHVIN
	i	Add the trailer to the system
	j	Select an owner as above
	k	Generate a CTA Number and Select Town and State Portion as Application Origin.
	l	click on Registration from CTA to continue with the Registration of this Trailer.
	m	Assign a trailer plate and decal. Assign a permit audit number
	n	The customer pays Town and State by cash
	o	generate a receipt and print the registration
26	a	Register an existing, title exempt, passenger Vehicle with a Compliant VIN. Town portion is done at an offline Town.
	b	for a Single individual owner. The Owner is under Reg suspension. Click Next
	c	Process stopped as the owner is under suspension.
The following scenarios are for E-Cash Transactions		

New Registration Scenario List		
ID	Step	Scenario Description/Step
27	a	Register an existing Title Exempt (1989 or older) passenger Vehicle that exists in MAAP. Check the E-Cash Transaction box and enter the transaction date. The transaction date is 2 days prior to current date.
	b	for a new (corp.) Owner as primary
	c	and an existing (person) owner as an additional owner.
	d	assign an PASS plate type (Town and State Portion) at an MA Location. NOTE: The Town Clerk Date, State Fee Date and the Reg Issue Date are all the same date as the E-Cash transaction date entered at the beginning of the process.
	e	Assign a Decal and permit audit number
	f	fee settlement should show the State and Town fee (No other items in the cart). The tender type is E-Cash and no other tender type can be selected.
	g	User enters the tender amounts for the state and town monies.
	h	Print the complete registration
28	a	Register an existing Title Exempt (1989 or older) passenger Vehicle that exists in MAAP. Check the E-Cash Transaction box and enter the transaction date. The transaction date is a future date. Click Search.
	b	Process stopped. E-Cash transaction date cannot be a future date. Change the date to a date that is 3 months back. Click Next.
	c	Process stopped. E-Cash transaction date cannot be more than 60 days old. Change the date to a date that is 5 days prior than current date. Click Next.
	d	for an individual as a primary Owner
	e	and an existing (person) owner as an additional owner.
	f	Select Town portion only. Enter the Permit Audit Number. NOTE: The Town Clerk Date is the E-Cash Transaction date. State Fee Date and Reg Issue Date are NA.
	g	fee settlement should show the Town fee (No other items in the cart). The tender type is E-Cash and no other tender type can be selected.
	h	User enters the tender amounts for the town monies.
29	i	Print the Town portion of the registration
	a	Register an existing Title Exempt (1989 or older) passenger Vehicle that exists in MAAP. Check the E-Cash Transaction box and enter the transaction date. The transaction date is a 1 day prior than current date. The Town portion was performed in an offline Town. Click Search.
	b	for an individual as a primary Owner

New Registration Scenario List		
ID	Step	Scenario Description/Step
	c	Assign a Plate Number and Plate Type from the location. Enter the permit audit number. NOTE: The Town Clerk Date needs to be entered by the clerk, however, the State Fee Date and the Reg Issue Date are the same date as the E-Cash transaction date entered at the beginning of the process.
	d	Assign a decal number.
	e	fee settlement should show the State fee (No other items in the cart). The tender type is E-Cash and no other tender type can be selected.
	f	User enters the tender amounts for the State monies. The customer paid less money than is expected. Click on Over/Short.
	g	A supervisor Override is required. Supervisor Logs in.
	h	The Short Slip screen is displayed with the Owners ID populated and the amount auto populated. Click Next.
	i	The user is back at the Fee Settlement screen with Short slip generated and displayed. Click on Confirm Payment.
	j	Print the State portion of the registration
		IDMS: Validate the existence of this financial transaction in IDMS
		IDMS: Validate the existence of the Short slip in IDMS.

FINAL DRAFT

## Renew Registration

Renew Registration Scenario List		
ID	Step	Scenario Description/Step
1	a	Select a Regular Numeric Plate
	b	There exists a Registration Suspension on the registration being renewed.
	c	A message is displayed mentioning the existence of registration suspension.
	d	Process stopped
2	a	Select a Controlled Plate
	b	No changes are performed to Owner/ Vehicle
	c	Town Only portion is selected. No Decal is assigned. Permit Audit Number is entered.
	d	Summary Page
	e	Fee Settlement Page is displayed with Town fees only. The TC has the option of adding additional Misc Town Fees
	f	The customer pays the Town money by less cash. MAAP accepts it and No Town Short slip is generated / recorded in MAAP
	g	Registration is printed w/o Decal number, Plate Number and Ring Line
3	a	Select a Controlled Plate (Town Portion was done above)
	b	No changes are performed to Owner/ Vehicle. Not allowed.
	c	State Only portion is selected. Decal is assigned from the location.
	d	Summary Page
	e	Fee Settlement Page is displayed with State fees only. Town fees cannot be edited.
	g	Same Registration form is updated with Decal number, Plate Number and Ring Line
4	a	Select a numeric passenger plate. The Vehicle is a 5 year old passenger vehicle.
	b	On the Owners screen, the owners are displayed.
	c	Add an Additional Owner to the registration.
	d	The process stops as the additional owner is not added to the CTA. Owners mismatch.
5	a	Select a 20 day temp plate
	b	Process stopped as temp plates cannot be renewed

Renew Registration Scenario List		
ID	Step	Scenario Description/Step
6	a	Select a numeric passenger plate that expired more than 1 year and 1 day prior to current date.
	b	Process stopped as out of renewal period
7	a	Select a Numeric Plate for renewal
	b	There exists a Vehicle Suspension on the VIN being renewed.
	c	A message is displayed mentioning the existence of vehicle suspension. The process cannot proceed.
8	a	Select a numeric passenger plate. The Vehicle is Title Exempt
	b	Add an additional Owner (By clicking edit on Additional Owners) and then resequence the Owners in any order.
	c	Town portion is selected. No Decal is assigned. A permit Audit Number is entered on the screen.
	d	Summary Page is displayed
	e	Town fee is displayed and collected. State fee is displayed for info purpose only.
	f	Registration is printed w/o decal, plate number and ringline.
8A	a	Select a numeric passenger plate. The Vehicle is Title Exempt. Town portion is performed in an online Town (above)
	b	The additional Owner info is displayed as performed in the Town. (add new owner and resequence)
	c	State portion is being performed. Decal is assigned.
	d	Summary Page is displayed
	e	State fee is displayed and collected.
	f	The prior Registration form is updated with the new information and is printed w/ decal, plate number and ringline.
9	a	Click on CTA and perform a CTA for a vehicle that exists in MAAP with a Compliant VIN.
	b	The primary Owner is a person that exists in MAAP.
	c	Additional Owner is a person that exists in MAAP and has a Handicap indicator set to Y. Only 1 placard is issued to this person and Handicap Plates are assigned to this person (HCAP/IHCAP)
	d	On the Additional Title Information: generate CTA Number, select Town and State (\$27) as the Application Origin.
	e	Click on Finnish CTA and the Fees settlement screen is displayed.
	f	The fee settlement has the CTA transaction only.
	g	The customer pays by cash.
	h	Print the CTA and Generate a receipt for the customer.
10	a	Select a numeric passenger plate. The customer is performing an early renewal.

Renew Registration Scenario List		
ID	Step	Scenario Description/Step
	b	A handicapped owner is added to the registration (CTA exists from above)
	c	Town portion of Registration is selected. Permit Audit Number is entered. No Decal is assigned.
	d	summary page is displayed
	e	Town fees are displayed and collected. The Town can add any additional Town Misc Fees, if applicable.
	f	A Town Portion of registration is printed with no Plates/Decal and ring line.
11	a	select a IHCAP plate to be renewed
	b	Add an additional owner (under 16 and not in MAAP) to the reg. Process stopped as a person on Reg cannot be under 16 yrs of age. Delete this new owner and continue the process.
	c	Request a Plate change to IPASS. This plate is not available for issue as it is currently issued.
	d	No Plate change.
	e	Decal is assigned and Permit Audit Number is entered on the screen.
	f	summary page is displayed
	g	Town and State fees are displayed and collected. The Town can add any additional Town Misc Fees, if applicable.
	h	A complete registration is printed along with Plates/Decal and ring line.
12	a	select an NHNG plate to be renewed
	b	No change to Owners
	c	No Plate change.
	d	Decal is assigned and Permit Audit Number is entered on the screen.
	e	summary page is displayed
	f	Town and State fees are displayed and collected. The Town can add any additional Town Misc Fees, if applicable.
	g	A complete registration is printed along with Plates/Decal and ring line.
13	a	select a PHBR (Pearl Harbor) plate to be renewed
	b	No change to Owners
	c	No Plate change.
	d	Decal is assigned and Permit Audit Number is entered on the screen.
	e	summary page is displayed
	f	Town and State fees are displayed and collected. The Town can add any additional Town Misc Fees, if applicable.

Renew Registration Scenario List		
ID	Step	Scenario Description/Step
	g	A complete registration is printed along with Plates/Decal and ring line.
14	a	select a numeric plate
	b	plate type is
	c	The Plate has an NCIC indicator set to Y
	d	Process is stopped
15	a	Select an IANTI plate to be renewed.
	b	The corp. is the owner on the reg.
	c	Decal is assigned and Permit Audit Number is entered on the screen.
	d	Summary page is displayed
	e	Town and State fees is displayed and collected.
	f	A reg is printed along with a receipt for the customer.
16	a	Select a Controlled Plate that has been expired for more than 30 days
	b	No changes are performed to Owner/ Vehicle
	c	Town Only portion is selected. No Decal is assigned. Permit Audit Number is entered.
	d	Summary Page
	e	Fee Settlement Page is displayed with Town fees only. The TC has the option of adding additional Misc Town Fees
	f	The customer pays the Town money by cash.
	g	Registration is printed w/o Decal number, Plate Number and Ring Line
17	a	Select a Controlled Plate (Town Portion was done above) Process State portion only now.
	b	The process is stopped as no owner has the privilege indicator. (It is removed after 30 days of non renewal)
18	a	Select an ITRAI Plate to be renewed
	b	No Plate change.
	c	Assign a double decal. Process stopped as a single decal needs to be issued.
	d	Single Decal is assigned and Permit Audit Number is entered on the screen.
	e	Summary page is displayed
	f	Town and State fees are displayed and collected. The Town can add any additional Town Misc Fees, if applicable.



Renew Registration Scenario List		
ID	Step	Scenario Description/Step
	g	A complete registration is printed along with Plates/Decal and ring line.
19	a	Select an SCOMM Plate to be renewed (3RATE BODY STYLE) Process as Town only.
	b	No change to Owners and Vehicle
	d	No Plate change.
	e	Permit Audit Number is entered on the screen.
	f	Summary page is displayed
	g	Town fees are displayed and collected. The Town can add any additional Town Misc. Fees, if applicable.
	h	Registration is printed w/o Plates/Decal and ring line.
20	a	Select an CONEQ Plate to be renewed. The vehicle is Generator.
	b	The Corp owner requests a change of address
	c	Supervisor signon is required and the address is changed
	d	No Plate change.
	e	Single Decal is assigned and Permit Audit Number is entered on the screen.
	f	Summary page is displayed
	g	A complete registration is printed along with Plates/Decal and ring line.
21	a	Select a ICPAS Plate to be renewed. The expiration date of the registration should be 5 months from now.
	b	Process stopped as not in renewal period.
22	a	Select a PASS Plate to be renewed.
	b	The Owner has Protested Check Violation.
	c	Process stopped.
23	a	Click on CTA and perform a CTA for a vehicle that exists in MAAP with a Compliant VIN.
	b	The primary Owner is a person that exists in MAAP.
	c	Additional Owner is a person that exists in MAAP
	d	On the Additional Title Information: generate CTA Number, select Town and State (\$27) as the Application Origin.
	e	Click on Finish CTA and the Fees settlement screen is displayed.
	f	The fee settlement has the CTA transaction only.
	g	The customer pays by cash.

Renew Registration Scenario List		
ID	Step	Scenario Description/Step
	h	Print the CTA and Generate a receipt for the customer.
24	a	Select a controlled plate for renewal
	b	The Owner adds the additional owner on the registration (CTA Above)
	c	Town portion of Registration is selected. Permit Audit Number is entered. No Decal is assigned.
	d	Summary page is displayed
	e	Town fees are displayed and collected. The Town can add any additional Town Misc. Fees, if applicable.
	f	A Town Portion of registration is printed with no Plates/Decal and ring line.
25	a	Select a controlled plate for renewal Town only.
	b	The Owner adds the additional owner on the registration (CTA Above)
	c	The process stops as the change of Ownership can only be performed by the Commissioners Location.
The following scenarios are for E-Cash Transactions		
26	a	Select a numeric passenger plate for renewal. Check the E-Cash Transaction box and enter the transaction date. The transaction date is 2 days prior to current date.
	b	No changes are performed to Owner/ Vehicle.
	c	Select Town and State portion. Enter Permit Audit Number. A Decal is assigned from the location. The decal assigned is out of sequence. NOTE: The Town Clerk Date, State Fee Date and Reg Issue Date are the E-Cash Transaction date.
	d	Message is displayed that notifies that the assigned decal number is out of sequence. Click Next and assign the out of sequence decal to the renewed registration.
	e	Summary Page is displayed
	f	Fee Settlement Page is displayed with Town and State fees.
	g	E-Cash is selected as the tender type and it cannot be changed. The user enters the tender amount.
	h	Print the registration.
27	a	Select a vanity passenger plate for renewal. Check the E-Cash Transaction box and enter the transaction date. The transaction date is 2 days prior to current date.
	b	Edit the Owner and change the mailing address of the owner. No changes to the vehicle.

Renew Registration Scenario List		
ID	Step	Scenario Description/Step
	c	Select Town portion only. Enter Permit Audit Number. Click Next. NOTE: The Town Clerk Date is the E-Cash Transaction date. State Fee Date and Reg Issue Date are NA.
	d	Summary Page is displayed
	e	Fee Settlement Page is displayed with Town fees only.
	f	E-Cash is selected as the tender type and it cannot be changed. The user enters the tender amount for the Town portion.
	g	Print the town portion of the registration.
28	a	Select a numeric passenger plate for renewal. Check the E-Cash Transaction box and enter the transaction date. The transaction date is 2 days prior to current date.
	b	No changes are performed to Owner/ Vehicle.
	c	Select State portion only. The Town Portion was done prior to this transaction. Enter Permit Audit Number. A Decal is assigned from the location. Click Next. NOTE: The Town Clerk Date needs to be entered by the clerk, however, the State Fee Date and the Reg Issue Date are the same date as the E-Cash transaction date entered at the beginning of the process.
	e	Summary Page is displayed
	f	Fee Settlement Page is displayed with State fees.
	g	E-Cash is selected as the tender type and it cannot be changed. The user enters the tender amount.
	h	Print the state portion of the registration.
	i	IDMS: Validate the existence of this financial transaction in IDMS
29	a	Select a numeric passenger plate for renewal (as above - after the State Portion has been performed). Check the E-Cash Transaction box and enter the transaction date. The transaction date is 2 days prior to current date.
	b	Process stopped - registration is not in renewal period

## Straight Transfer

Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
1	a	Enter plate number and Plate Type of a registration that is valid
	b	Add a new vehicle not Title Exempt and not in MAAP
	c	The Primary Owner remains the same. No change to additional Owners.
		Process stopped as no CTA exists.
2	a	Enter plate number and Plate Type of a registration that is valid
	b	Transfer to the same vehicle
		Process stopped cannot transfer to the same vehicle
3	a	Initiate a NEW CTA for a vehicle not existing in MAAP and not Title Exempt (model Year = 1990 or newer)
	b	Add a person as the Primary owner(in MAAP)
	c	and another person as the additional owner(Not in MAAP)
	d	Generate a CTA number and select Town and State (\$25 + \$2).
	e	click on Transfer Registration
3a	a	Enter plate number and Plate Type of a registration that is valid and Select Straight Transfer
	b	The from and To vehicles are displayed on the screen
	c	Change the Primary Owner. Process stops as Primary Owner cannot change.
	d	Keep the same primary Owner as before. Add an additional Owner.(Not in MAAP)
	e	Summary screen is displayed. Click Next
	f	Customer pays Town and State portion by Cash.
	g	A registration is printed and receipt generated.
4	a	Enter plate number and Plate Type of an expired registration
	b	Process stopped cannot transfer an expired registration.
5	a	Initiate a NEW CTA for a vehicle
	b	Add a person as the Primary owner(in MAAP)
	c	and another person as the additional owner(Not in MAAP)

Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
	d	Generate a CTA number and select Town and State (\$25 + \$2).
	e	Click on Finish CTA, confirm payment and return to MAIN MENU
6	a	Enter plate number and Plate Type of a registration that is valid
	b	Add a new vehicle (not in MAAP). The vehicle is Title exempt. CTA is not required.
	c	Add an additional Owner to the vehicle.(Not in MAAP)
	d	Click on Town Portion Only on Decal Screen and enter the Permit Audit Number
	e	Summary screen is displayed. Click Next
	f	Customer pays Town portion by Cash
	g	A registration is printed (no ringline) and receipt generated.
7	a	Enter plate number and Plate Type of a registration that is valid (continue the above registration in State)
	b	Customer pays the State portion by check
	c	A ring line is printed on the registration form and receipt generated.
8	a	Validate in IDMS(IDTST) if the person is deceased. If not, set the following individuals deceased indicator to Y in IDMS (IDTST). You may need a Supervisor to do this for you.
	b	Enter plate number and Plate Type of a registration that is valid
	c	Add a new vehicle . The vehicle is Title exempt. CTA not required.
	d	The primary Owner has a deceased indicator set to Y (from above)
	e	Process stopped.
9	a	Enter plate number and Plate Type of a registration that is valid (IVVET)
	b	Select a VIN for a Title exempt Motorcycle (model year = 1986 or prior). Vehicle exists in MAAP and does not require a CTA.
	c	Process Stopped as the new vehicle is incompatible with the old plate type.
	d	Perform a plate change (from IVVET to MOTO)
	e	Select the inventory status of the current plate = available for reorder – vanity
	f	Enter the Plate Number and Plate Type of the desired Plate
	g	Summary screen is displayed. Click Next
	h	Customer pays Town and State portion by Cash. Plate fee is charged as well as the transfer fees.
	i	A registration is printed and receipt generated.

Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
10	a	Enter plate number and Plate Type of a registration that is valid (CONEQ)
	b	Add a new vehicle (not in MAAP)
	c	No Change to Ownership
	d	Click on Town and State Portion Only on Decal Screen and enter the Permit Audit Number
	e	Summary screen is displayed. Click Next
	f	Customer pays Town and State portion by Cash
	g	A registration is printed and receipt generated.
11 a	a	Enter plate number and Plate Type of a registration that is valid (PASS)
	b	Enter VIN of a Title Exempt Vehicle that exists in MAAP. The vehicle is a motorhome with GVW > 26000 lbs
	c	No Change to Ownership
	d	Select Town Portion Only and enter the Permit Audit Number
	e	Summary screen is displayed. Click Next
	f	Customer pays Town portion by Cash.
	g	A Town Portion of registration is printed and receipt generated.
11 b	a	Continue with the state portion of the Transfer from above.
	b	Enter the plate number and plate type of the registration
	c	Enter the VIN same as above
	d	Process stopped as weight over 26,000 lbs. Must complete state portion at the state.
12	a	Enter plate number and Plate Type of a registration that is valid (ICPAS)
	b	Transfer to a vehicle with a body style of CONET
	c	No change to Owner information
	d	add permit audit number and click NEXT.
	e	Process Stopped as plate type (ICPAS) is not valid for body style and force a plate change
	f	Click on Plate Change and assign CONET Plate
	g	Process stopped as MA cannot issue CONET Plate.
	h	Click on Town Portion Only on Decal Screen and enter the Permit Audit Number

Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
	i	Summary screen is displayed. Click Next
	j	Customer pays Town portion by Cash
	k	A registration is printed and receipt generated.
13	a	Enter plate number and Plate Type of a registration that is valid (PASS).
		The Owner has a protested check and the Process stops
		NOTE: make sure the people identified in step D below are suspended by Darlene before this process is initiated.
14	a	Click on CTA and enter a compliant VIN of a vehicle. The vehicle exists in MAAP.
	b	Vehicle info is displayed. No changes are required. Click Next.
	c	Select an individual as the primary Owner
	d	Select an individual as an additional Owner (the person has a suspension)
	e	Generate a CTA Number. Application Origin is Town and State
	f	Click on Transfer Reg
	g	Enter plate number and Plate Type of the registration that is valid (ICPAS) and to be transferred from.
	h	The new and the old vehicles are displayed. Click Next.
	i	The current Owner on the reg is displayed.
	j	Click to add additional Owner. The same one added above in CTA.
	k	Click Next. The process stops as the owner has a suspension.
	l	Cancel out of the transfer transaction.
	m	the customer wants to complete the CTA process.
	n	Fee settlement is displayed and the customer pays the CTA fee only by cash.
	o	Print the CTA and generate a receipt.
15	a	Enter plate number and Plate Type of a registration that is valid (PASS)
	b	Transfer to a vehicle that is already registered to the same primary owner. Both have the same expiration dates (mm/yyyy)
	c	process stopped
16	a	Click on CTA and enter a compliant VIN of a vehicle. The vehicle exists in MAAP.
	b	Vehicle info is displayed. No changes are required. Click Next.
	c	Select an individual as the primary Owner

Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
	d	Generate a CTA Number. Application Origin is Town and State
	e	Click on Transfer Reg
	f	Enter plate number and Plate Type of the registration that is valid. This is a controlled Plate.
	g	The new and the old vehicles are displayed. Click Next.
	h	The current Owner on the reg is displayed. Same as above entered on CTA.
	i	Click on Town and State Portion Only on Decal Screen and enter the Permit Audit Number
	j	Summary screen is displayed. Click Next
	k	Customer pays Town and State portion by Cash
	l	A registration is printed and receipt generated.
17	a	Click on CTA and enter a compliant VIN of a vehicle. The vehicle exists in MAAP.
	b	Vehicle info is displayed. No changes are required. Click Next.
	c	Select a primary Owner
	d	Generate a CTA Number. Application Origin is Town and State
	e	Click on Transfer Reg
	f	Enter plate number and Plate Type of the registration that is valid. This is an APRO Plate
	g	The new and the old vehicles are displayed. Click Next.
	h	The current Owner on the reg is displayed. Same as above entered on CTA.
	i	Click on Town Portion Only on Decal Screen and enter the Permit Audit Number
	j	Summary screen is displayed. Click Next
	k	Customer pays Town portion by check
	l	A registration is printed and receipt generated.
18	a	Enter plate number and Plate Type of the registration that is valid. This is an APRO Plate
		The process stops as this is non IRP location
19	a	Click on CTA and enter a compliant VIN of a vehicle. The vehicle exists in MAAP. GVW > 55000lbs and body style is not motorhome
	b	Vehicle info is displayed. Click Next.
	c	Select an individual as the primary Owner
	d	Generate a CTA Number. Application Origin is Town and State
	e	Proceed with Registration Town only. Must go to the State for a plate change.
	f	The customer pays the fees by cash



Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
	g	Print the CTA form and Registration.
20	a	Enter plate number and Plate Type of a registration that is valid (PASS)
	b	add a VIN of a vehicle that is Title exempt and exists in MAAP
	c	No Change to Ownership
	d	Click on plate change.
	e	The current plate is marked Stolen. A New plate number is assigned (type= PASS)
	f	Click on Town and State Portion Only on Decal Screen and enter the Permit Audit Number
	g	Summary screen is displayed. Click Next
	h	Customer pays Town and State portion by Cash. Plate fee and transfer fee and any other appropriate fees are charged.
	i	A registration is printed and receipt generated.
21	a	Enter plate number and Plate Type of a registration that is valid (PASS). The vehicle has GVW > 10000 lbs.
	b	add a VIN of a vehicle that is Title exempt and exists in MAAP and GVW = approx 3500 lbs
	c	No Change to Ownership
	d	No changes to Plates
	e	Click on Town and State Portion Only on Decal Screen and enter the Permit Audit Number
	f	Summary screen is displayed. Click Next.
	g	Customer pays Town and State portion by Cash. The \$10 transfer fee is charged and it is not subtracted from the credit issued because of the weight change.
	h	A registration is printed and receipt generated.
22	a	Enter plate number and Plate Type of an antique registration (Type = ANTI)
	b	add a VIN of a vehicle that is Title exempt and exists in MAAP but is not antique. Model Year is 1988.
	c	No Change to Ownership
	d	No changes to Plates
	e	Enter the Permit Audit Number
	f	Process stopped as the new vehicle is not an antique. Plate type and vehicle do not match.
	g	Return the current antique plate to inventory status = "Available in Inv - Non Vanity"
	h	Assign a PASS Plate type.
	i	Summary screen is displayed. Click Next.

Straight Transfer Scenario List		
ID	Step	Scenario Description/Step
	j	A registration is printed and receipt generated.
The following scenarios are for E-Cash Transactions		
23	a	Click on CTA and enter a compliant VIN of a vehicle. The vehicle exists in MAAP. Check the E-Cash Transaction box and enter the transaction date. The transaction date is a 1 day prior than current date.
	b	Vehicle info is displayed. No changes are required. Click Next.
	c	Select an individual as the primary Owner
	d	Generate a CTA Number. Application Origin is Town and State
	e	Click on Transfer Reg
	f	Enter plate number and Plate Type of the registration that is valid (ICPAS) and to be transferred from.
	g	The new and the old vehicles are displayed. Click Next.
	h	The current Owner on the reg is displayed. Click Next.
	i	Enter the Permit Audit Number and click Next.
	j	Summary page is displayed. Click Next
	k	Fee settlement page is displayed. The Tender type is E-cash and cannot be changed. Enter the tender amounts and click Next.
	l	Print the validation line on the document.

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## Duplicate Registration

Duplicate Registration Scenario List		
ID	Step	Scenario Description/Step
1	a	Enter Plate Number, Plate Type, and Check Digit of a plate
	b	The person has a short slip due to the State. The person agrees to pay for the short slip.
	c	The registration is valid and is displayed
	d	Select reason as Lost and enter a permit audit number
	e	The fee settlement screen displays the fee for the process and the short slip due. The Town may enter MA fee and any other Town fee as appropriate.
	f	The customer pays by cash
	g	print the registration and generate a receipt
	h	IDMS: check the Financial Area for the existence of the short slip generated above.
2	a	Enter Plate Number, Plate Type and Check Digit of a plate
	b	The registration is expired and process is stopped
3	a	Enter Plate Number, Plate Type and Check Digit of a plate
	b	The registration has a status of 'S' and process is stopped
4	a	Enter Plate Number, Plate Type and Check Digit of a plate for a Carrier Registration at a Town Location
	b	The process is stopped
5		Enter plate number/ plate type/ check digit for a reg that has a reg suspension.

Duplicate Registration Scenario List		
ID	Step	Scenario Description/Step
		Process stopped.
6		Enter plate number/
		plate type/
		check digit for a reg
		where the 2nd owner has a protested check
		Process stopped.
7	a	Search a registration by Plate Number,
		plate type and check digit
	b	The owner has an outstanding short slip for the state
		process stops because of the short slip

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## Reprint Registration

Reprint Registration Scenario List		
ID	Step	Scenario Description/Step
1	a	Search a valid registration by Plate Number, Plate Type, and check digit
	b	Enter the new permit audit number and a reason for reprint
	c	Click on Print. Entire registration along with validation line is printed
3	a	Search a valid registration by Plate Number, Plate type, check digit.
	b	Enter the new permit audit number and do not add a reason for reprint
	c	Process stops. Requires the reason field to be populated.
	d	Click on Print. Entire registration is printed the Town portion only
4	a	Search a valid registration by Plate Number, Plate type, check digit.
	b	Do not enter the new permit audit number and do not add a reason for reprint
	c	Process stops. Requires the reason field and new permit number to be populated
	d	Click on Print. Entire registration is printed including the Town portion and the state portion.

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## Registration Maintenance

Registration Maintenance Scenario List		
ID	Step	Scenario Description/Step
1	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit
	b	Owners and Vehicle information are displayed
	c	The owner has a credit memo.
	d	Edit the Primary owner and change the address
	e	assign a new decal and select "Lost" as the reason for Decal
	f	Click Next w/o entering the new Permit Audit Number
	g	Process Stopped as Permit Audit Number is required
	h	Enter the Permit Audit Number and click Next to continue
	i	Review the information on the summary page and click Next to continue
	j	Fee settlement screen is displayed with the option to select the Credit memo.
	k	The customer pays by cash and also uses the credit memo.
	l	Registration is printed (complete reg incl validation line) and a ring line on the request form. A receipt is also generated
2	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit
	b	The person selected has a short slip outstanding. This short slip needs to be collected.
	c	Owners and Vehicle information are displayed
	d	Edit the Vehicle info and change the body style, color and GVW of the vehicle. Click Next to continue
	e	assign a new decal and select "damaged" as the reason for Decal
	f	Enter the Permit Audit Number and click Next to continue
	g	Review the information on the summary page and click Next to continue
	h	Fee settlement screen is displayed. The short slip is included in the total State Payment.
	i	The customer pays by check

Registration Maintenance Scenario List		
ID	Step	Scenario Description/Step
	j	Registration is printed (complete reg incl validation line) and a receipt is generated. Also the check is endorsed.
3	a	Search for an expired registration by Plate Number,
		Plate Type
		and check digit
	b	Process stopped as the reg is expired
4	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit
	b	assign a new decal and select "stolen" as the reason for Decal
	c	Enter the Permit Audit Number and click Next to continue
	d	Review the information on the summary page and click Next to continue
	e	Fee settlement screen is displayed
	f	The customer pays by cash
	g	Registration is printed (complete reg incl validation line) and a receipt is generated
5	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit
	b	The registration privileges for the person are suspended
	c	The process stops.
6	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit
	b	Owner and vehicle information is displayed. Click Next
	c	At the decal screen enter in a decal that is not the correct year and select reason as 'LOST'. Also enter in a new permit audit number
	d	Process stops as it is the wrong year decal
	e	Enter in the correct year decal
	f	At summary page make sure the new decal information is reflected

Registration Maintenance Scenario List		
ID	Step	Scenario Description/Step
	g	At fee settlement, town can charge their MA fee and the state fee of \$2 for the decal is charged
	h	Go to view details and see the \$2 charge
	i	Customer pays by cash
	j	Ring line is printed on the request form, a new reg is printed and customer receipt is generated
5		Search for a registration by last name only.
		Brings you to name resolution screen
		Select the registration for correction
		Registration privileges are suspended
		Process stops
6		Search for a registration by corp name (not full name)
		Forces you to name resolution screen
		Choose registration
		Process stops as the customer has a protested check
7		Search for a registration by plate #, plate type (moose), and check digit
		Owner and vehicle information is displayed
		Edit the owner by adding a secondary owner not on the title (process stops)
		Edit the owner by adding a secondary owner that is on the title (reg was issued with only one owner and title has since been reflected as having two owners)
		Edit the primary owner's mailing address only
		Edit the vehicle's fuel type from G to D, the secondary color is added, and edit list price (clerk had entered in \$1 as list price and did not correct it at time of registration)
		No changes to decal but new permit audit number must be entered
		Click next to fee settlement.
		No state fees are collected as the transaction was no charge
		At print screen print a full registration
8		Search for a registration by a few characters only of last name
		Forces you to name resolution screen where you must type in more characters to find owner
		Select owner



Registration Maintenance Scenario List		
ID	Step	Scenario Description/Step
		All registrations are displayed and choose one where the individual is secondary owner
		At the decal screen enter in a decal that is not the correct year and also enter in a new permit audit number
		Process stops as it is the wrong year decal
		Enter in the correct year decal
		At summary page make sure that the information is changed
		At fee settlement town can charge their MA fee and the state fee of \$2 for the decal is charged
		Go to view details and see the \$2 being charged
		Customer pays by credit card for the state and cash for the town
		Ring line is printed on the request form, a new reg is printed, credit card receipt is printed and regular receipt is generated

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## Plate Maintenance

Plate Maintenance Scenario List		
ID	Step	Scenario Description/Step
1	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit. This is a numeric plate.
	b	Change the primary Owners address
	c	Put the current plate in "In Stock" status
	d	No other changes on this screen. Click Next
		A message is displayed "Plate has been returned"
	e	Click OK to return to Main Menu
2	a	Search for an expired registration by Plate Number,
		Plate Type
		and check digit. This is a Vanity plate. It has been expired for less than 1 year.
	b	Put the current plate in "In Stock" status
	c	No other changes on this screen. Go straight to summary screen (no plates and decal)
	d	Not allowed since Vanity plate and "In Stock" is not allowed. Change the status to "Available for Reorder"
	e	No other changes on this screen. Click Next
	f	A message is displayed notifying that the Plate has been returned
	h	Click OK to return to Main Menu
3	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit. This is a numeric plate.
	b	Put the current plate in "In Stock" status
	c	Click on Plate Change and click next. Process stopped. Permit Audit Number is required to be entered.
	d	Prior and New Permit Audit number is entered.
	e	Click Next to assign a Plate.
	f	A vanity plate is requested
	g	Reg fee dates are automatically populated. Click Next
	h	Assign a decal number. The expiration date is the same as before. Click Next

Plate Maintenance Scenario List		
ID	Step	Scenario Description/Step
	j	Fee settlement screen is displayed and fee for this process is charged
	k	Town and State Fee is paid by cash
	l	A new registration is printed (T&S portion) and a receipt is generated.
4	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit. This is a Vanity plate.
	b	Put the current plate in "Available in Inventory - Vanity" status
	c	No other changes on this screen. Click Next
	d	A message is displayed "Plate has been returned"
	e	Click OK to return to Main Menu
5	a	Search for a valid registration by Plate Number,
		Plate Type
		and check digit. This is a numeric plate.
	b	Put the current plate in "In Stock" status and click on Plate Change
	c	Prior and New Permit Audit number is entered.
	d	Click Next to assign a Plate.
	e	A vanity plate is requested that was returned in the example above (#4)
	f	Reg fee dates are automatically populated. Click Next
	g	Assign a decal number and click Next
	l	Fee settlement screen is displayed and fee for this process is charged
	j	Town and State Fee is paid by cash
	k	A new registration is printed (T&S portion) and a receipt is generated.
6	a	Search for a valid registration by Plate Number, .
		Plate Type
		and check digit. This is a Numeric plate
	b	Put the current plate in "Lost" status and select plate change
	c	Assign a regular next in sequence numeric plate.
	d	Assign a decal and permit audit number and click next
	e	review the info on summary screen

Plate Maintenance Scenario List		
ID	Step	Scenario Description/Step
	f	Fee settlement screen is displayed and fee for this transfer is assigned
	g	Town and State Fee is paid by cash
	h	A new registration is printed (T&S portion) and a receipt is generated.
7	a	Search for a valid registration by Plate Number, Plate Type and check digit. This is a vanity plate.
	b	Put the current plate in "Stolen" status and do not check plate change A message is displayed "Stolen Plate must be changed" Select Plate Change and continue
	c	Assign a regular next in sequence numeric plate. Click Next.
	d	Assign a decal and click next
	f	Fee settlement screen is displayed and fee for this change is assigned
	g	Town and State Fee is paid by cash
	h	A new registration is printed (T&S portion) and a receipt is generated.
8	a	Search for a valid registration by Plate Number, Plate Type and check digit. This is a DVETE plate.
	b	Put the current plate in "Damaged" status. select the quantity ( 1 or 2 ) plates to be reordered. Select 1. Click Next
	d	Assign a decal. The expiration date is the same as the old registration.
	f	Fee settlement screen is displayed and fee for this transfer is assigned
	g	The State fee is paid by check
	h	A new registration is printed (T&S portion) and a receipt is generated and the check is endorsed.
9	a	Search for an expired registration by Plate Number, Plate Type and check digit.
	b	Put the current plate in "Stolen" status
	c	Process stopped as Expired Reg cannot be in this status

Plate Maintenance Scenario List		
ID	Step	Scenario Description/Step
10	a	Search for a registration by Plate Number,
		Plate Type
		and check digit. This is a numeric plate and has a status of 'S'
	b	Put the current plate in "Damaged" status and click reorder and select 1 plate. Click Next.
	c	Process stopped status of 'S' is not allowed for this option
	d	Change the Status to "Available for Reorder"
	e	Process stopped status of 'S' is not allowed for this option
	f	Change the Status to "Available for Inventory - Non Vanity"
	g	Process stopped status of 'S' is not allowed for this option
	h	Change the Status to "Instock" and click Next
	k	Fee Settlement screen is displayed with no fee due
11	a	Search for a registration by Plate Number,
		Plate Type
		and check digit. This is a moose numeric plate (CPAS)
	b	Put the current plate in "Stolen" status and click on Plate Change and click Next.
	c	
	d	Assign a next in sequence moose numeric plate. Click Next.
	e	Assign a decal and click next
	f	Fee settlement screen is displayed and fee for this change is assigned
12	g	State fee is paid by cash
	h	A new registration is printed (T&S portion) and a receipt is generated.
	a	Search for a registration by Plate Number,
		Plate Type
		and check digit. This is a regular motorcycle plate (MOTO)
	b	Put the current plate in "Stolen" status and click on Plate Change and click Next.
	c	Assign an AGRI plate to the vehicle. Process stopped.
13	d	Click Cancel and exit the process. The user is at the Main Menu screen.
	a	Search for a registration by Plate Number,
		Plate Type

Plate Maintenance Scenario List		
ID	Step	Scenario Description/Step
		and check digit. This is an APRO plate
	b	Put the current plate in "In Stock" status
	c	No other changes on this screen. Click Next
	d	Process stopped as an APRO plate cannot be instock at an MA Location
		Click Cancel and return to the Main Menu
14	a	Search for a registration by Plate Number, Plate Type and check digit. This is an APRO plate
	b	Put the current plate in 'Damaged' status and select 1 plate to be reordered.
	c	No other changes on this screen. Click Next
	d	Process stopped as an APRO plate cannot be instock at an MA Location
		Click Cancel and return to the Main Menu
15	a	Search for a registration by Plate Number, Plate Type and check digit. This is a regular passenger Plate (Plate Type =PASS)
	b	The registrant has a Protested check. Process stopped
	c	Click Cancel and exit the process. The user is at the Main Menu screen.
16	a	Search for a registration by Plate Number, Plate Type and check digit. This is a regular passenger Plate (Plate Type =PASS)
	b	The registrant has a Registration violation. Process stopped
	c	Click Cancel and exit the process. The user is at the Main Menu screen.
11		perform a plate change from a moose plate (current plates are stolen) change to another moose plate should charge the \$15 replacement fee and \$30 moose fee
12		perform a plate change from a regular veteran plate (current plates are lost) change to another regular veteran plate

Plate Maintenance Scenario List		
ID	Step	Scenario Description/Step
		should charge \$15 replacement fee, and \$25 veteran fee for new plates
13		perform a plate change from a passenger vehicle plate (plates stolen) 1990 vehicle
		attempt to change to an anti plate
		process should stop you
14		perform a plate change from a motorcycle plate to a agri plate
		process stops
15		change from a pass plate to a hcap plate
		hcap privileges are maxed out
		process stops
16		enter in a controlled plate number
		put it "instock"
		process stops as it is not the comm location
17		enter in an APRO plate number
		put it "instock" and click next
		process stopped/as you cannot put an APRO plate in a non IRP location
18		enter in an apro plate number
		select one plate to replace as one is damaged
		processed stopped as a decal must be issued and non irp cannot issue irp cab card registrations
		Concord will not be processing 1, 2, 3, 4, and 10-d-k

## **Title**

### **Title View**

Title View Scenario List		
ID	Step	Scenario Description/Step
1	a	Search a Title by Title Number (status = TR)
	b	View the Title
	c	View Titles by Vehicle
2	a	Search a title by CTA Number (status = AP)
	b	View the Title app
	c	View titles by owner
3	a	Search a title by Title Number (status = SU)
	b	View the Title
	c	click on Back to View another Title
Concord can only view by Title number. Also disregard 1c and 2c as they can not view by owner or vehicle.		



## CTA

CTA Scenario List		
ID	Step	Scenario Description/Step
1	a	Initiate a NEW CTA for a Passenger Vehicle not in MAAP with a compliant VIN and age of the vehicle is 1 year old
	b	Individual Owner who is new and does not exist in MAAP. Add addresses (legal and mailing) as Non NH. Process is stopped as at least 1 address should be NH. Change the Legal address to NH address continue application.
	c	where the CTA Number exists and Application Origin selected is Town and State
	d	customer pays State and Town money with exact cash
	e	Print the CTA
2	a	Initiate a NEW CTA for an individual owner with a new vehicle not existing in MAAP with non-compliant Vin
	b	add an individual owner who is new and does not exist in MAAP
		Add a lienholder that exists in MAAP.
		Select another owner who is marked 'deceased'
		Owner marked 'deceased' cannot be selected. Continue the process with the first ind owner and the Lienholder
3	c	fill in CTA based on lein holder app, select lender (\$2) as application origin
	d	continue with reg
	a	Initiate a NEW CTA for a new vehicle existing in VIN PKG for an individual owner
	b	add lease company that does not exist in MAAP and an individual lessee who is in MAAP
	d	select Dealer No Charge as application origin
4	e	Continue with reg
	a	Initiate NEW CTA for a used vehicle not existing in MAAP with a non compliant VIN and is 50 years old (antique)
	b	Provide private seller information
		Add an individual Owner
	c	and a DBA.
	d	assign new CTA number, select Town and State (\$25 + \$2) and enter prior title information. Prior Title is out of State. The User by mistake selects Name Change under No State Fee Application and then selects 'None' under the same option.
	e	Customer pays fee by credit card

CTA Scenario List		
ID	Step	Scenario Description/Step
	f	Print the CTA
5	a	Initiate a NEW CTA for a used vehicle existing in MAAP with a compliant VIN
	b	add an individual owner who exists in MAAP The individual Owner has a suspension. However the process continues as a suspended owner is allowed to own a vehicle. (can't get reg if under suspension)
	c	Assign selected CTA number, select Dealer (\$2) as application origin and Veteran as No State Fee Application
	d	No fee due. \$2 Town fee is due
6	a	Initiate a NEW CTA for a vehicle not in MAAP with compliant VIN
	b	Add corporation (Municipality) not in MAAP as primary owner
	c	Assign new CTA number, select Town and State (\$25 + \$2) as application origin and Municipal Vehicle under No State Fee Application
	d	No State fee due but \$2 Town fee is paid by cash
	e	Print the CTA
7	a	Initiate a NEW CTA for a used vehicle in MAAP with a compliant VIN
	b	Add a 10 year old as primary owner who is not in MAAP (this can't happen in reg) also add an individual owner as the secondary owner with and conjunction and a JTWROS
	c	Assign new CTA, State Only (\$25) as the application origin and enter prior title number
	d	Customer pays state fee in cash
	e	Print the CTA
8	a	Initiate a New CTA on new vehicle with compliant VIN
	b	Add leasing company individual owner who is not in MAAP and then a corporate additional owner that is in MAAP
	c	Resequence the owner so Leasing company - 1, lessee corporation - 2, lessee individual - 3
	d	Fill in CTA provided by dealer and select dealer (No Charge) as application origin
9	a	Initiate a New CTA on 2005 vehicle (trailer) with non compliant VIN and GVW < 3000lbs and Title weight > 3000lbs
	b	Add a primary individual owner and an additional individual owner
	c	Delete the additional individual owner and add another additional individual

CTA Scenario List		
ID	Step	Scenario Description/Step
	d	Assign new CTA and select Town Only (\$2) as application origin
	e	Customer pays \$2 fee in cash
	f	Print the CTA
1	a	Initiate a New CTA on 2005 vehicle (trailer) with non compliant VIN and GVW < 3000lbs and Title weight < 3000lbs
	b	Process stopped
1	a	Initiate a New CTA for a passenger vehicle model year 1988
	b	Process stopped (title exempt)
1	a	Initiate a New CTA for a vehicle with Title Status 'AP'
	b	Process stopped
1	a	Initiate a NEW CTA for a vehicle (MOTORCYCLE) in MAAP with a compliant VIN
	b	Select an individual owner who exists in MAAP
		and a Corp as DBA. Now delete the Corp (DBA) and process the app for the individual only.
	c	Type in the CTA number, select Town and State (\$25 + \$2) as application origin and Surviving Spouse Transfer under No State Fee Application
	d	No State fee due
	e	Print the CTA
1	a	Initiate a NEW CTA for a Truck that does exists in MAAP with a non compliant VIN and is 20 yrs old. NOTE: Town portion was done in an offline Town.
	b	Select an Leasing Company that exists in MAAP
		and a Corp Owner that is Out of State (not in MAAP)
		and a PD that exists in MAAP
	c	Type in the CTA number, select State (\$25) as application origin. Type in the prior NH Title Number.
	d	Customer pays fee in cash
	e	Validate the CTA
1	a	Initiate a New CTA for a passenger vehicle in MAAP
	b	Select an Owner that exists in MAAP

CTA Scenario List		
ID	Step	Scenario Description/Step
	c	Type in CTA number. Select Other under Application origin. Enter a NH Prior Title Number. (This title is in TR status) (When this happens may need to call title bureau to validate or change prior title #)
	d	Process stopped
1	a	Initiate a New CTA on new vehicle with compliant VIN
		Add leasing company not in MAAP,
		Individual owner who is not in MAAP
	b	and then a corporate additional owner that is in MAAP
	c	Assign new CTA and select Town and State (\$25 + \$2) as application origin.
		Enter the Purchase Date as less than the Manufacturing Year of the Vehicle.
	d	Select New Registration Process. The process stops as the Purchase date is less than Manufacturing year. The clerk corrects the error on the purchase date and now clicks Registration again.
	e	Assign Plate and Decal from the location (select T & S)
	f	View the Reg Summary. The Vehicle and the Owners should be the same as entered on the CTA.
	g	The fee settlement should show 2 transactions: CTA and New Registration
	h	Customer pays by Cash
	I	Print Reg and CTA
1	a	Initiate a NEW CTA for a Passenger Vehicle not in MAAP with a compliant VIN and vehicle model yr = 1999
		add seller info
		for a Corp as a Primary Owner
		and a Lienholder
		Process stopped (lienholder <> Owner).
		Change the lienholder
	b	and add a Primary Driver
	c	where the CTA Number exists and Application Origin selected is Town and State
	d	customer pays State and Town money with exact cash
	e	Print the CTA
1	a	Initiate a NEW CTA for an 1960 antique truck with 3 axles and gvw > 54000lbs
	b	for an existing individual owner in MAAP
		and a leasing company that exists in MAAP
	c	where the CTA Number exists and Application Origin selected is Town and State

CTA Scenario List		
ID	Step	Scenario Description/Step
	d	customer pays State and Town money with exact cash
	e	Print the CTA
1	a	Initiate a New CTA for a passenger vehicle with a NCIC indicator set to Y
	b	Process stopped (NCIC hit)
2	a	Initiate a NEW CTA for a 1940 Tractor (TKTR) with 4 axles
	b	No Private Seller info
	c	add a leasing company
		with lessee #1
		with lessee #2
		with lessee #3
	d	assign new CTA number, select Town and State (\$25 + \$2) and enter prior title information. Prior Title is out of State.
	e	Customer pays fee by credit card
	f	Print the CTA
2	a	Initiate a New CTA for a Motor Home (model yr < 1988) with 3 axles. (Body Style = MTRHM) (Will not work as 15 year title law)
	b	Process stopped (vehicle is older than 15 years)
2	a	Initiate a New CTA for a 1988 Trailer GVW > 3000 lbs
	b	Process stopped (Title exempt Trailer)
2	a	Initiate a New Reg for a 2003 Trailer with GVW > 3001 lbs and Title WT=2001 lbs
		for an individual owner that exists in MAAP
		This would force a CTA (since GVW > 3000 lbs)
	b	where the CTA Number exists and Application Origin selected is Town and State
	c	assign a decal and plate from the inventory
	d	customer pays State and Town money with 2 checks (1 each for Town and State)
	e	Print the CTA, endorse the state check and print the registration and print the state receipt
2	a	Initiate a NEW CTA for a vehicle that exists in MAAP with a compliant VIN
	b	for a corp Owner and additional owner is also a Corp
		and additional owner is also a Corp

CTA Scenario List		
ID	Step	Scenario Description/Step
		select 'surviving spouse' under 'No State Fee Application'. Process is stopped.
		cannot perform Surviving Spouse for a Corp Vehicle
2	a	Initiate a NEW CTA for a vehicle that exists in MAAP
	b	Select an Owner that exists in MAAP
	c	Type in the CTA number, select Surviving Spouse under 'No State Fee Application' and select State Only as the Application Origin.
	d	No fee due as State Only and then Surviving Spouse (\$0)
	e	Validate the CTA (\$0 validation line)
2	a	Initiate a NEW CTA for a used vehicle existing in MAAP with a compliant VIN
	b	Select E-Cash transaction by checking the box. Enter the E-Cash transaction date. Enter a future date and click Next
	c	Process stopped as E-Cash date cannot be a future date.
	d	Enter current date and click Next
	e	Process stopped as E-Cash date cannot be a current date.
	f	Enter prior date (within the last 60 days) and click Next
	g	Provide private seller information
	h	Add an individual Owner
	i	Add an additional Owner (Individual)
	j	assign new CTA number, select Town and State (\$25 + \$2) and enter prior title information. Prior Title is out of State. The User by mistake selects Name Change under No State Fee Application and then selects 'None' under the same option.
	k	Fee Settlement screen is shown with the amount due. Since this is an E-Cash Transaction, tender type of E-Cash is selected and cannot be changed. Tender amount is entered for State and Town.
	l	Print the CTA
2	a	Initiate a NEW CTA for a used vehicle existing in MAAP with a compliant VIN
	b	Select E-Cash transaction by checking the box. Enter the E-Cash transaction date. Enter a prior date and click Next
	d	Provide private seller information
	e	Add an individual Owner
	f	Add an additional Owner (Individual)
		assign new CTA number, select Town only (\$2) and enter prior title information. Prior Title is out of State.
	g	Fee Settlement screen is shown with the amount due. Since this is an E-Cash Transaction, tender type of E-Cash is selected and cannot be changed.
	h	Print the CTA

## Financial

### Payoff Short Slip

Payoff Short Slip Scenario List		
ID	Step	Scenario Description/Step
1	a	Enter customer ID on the search screen, click on Search
	b	Confirm the information on Search Result For Owner screen
	c	Customer pays in cash
	d	Confirm the payment
	e	Print receipt and validation line
2	a	Enter last name/DOB on the search screen for a customer with multiple short slips, click on Search
	b	All short slips are displayed. The customer has to pay either all or none.
	c	The customer chooses not to pay any short slip. Click on Cancel and exit to Main Menu
3	a	Enter short slip number on the search screen, click on Search
	b	Confirm the information on Search Result For Owner screen
	c	Customer pays in check with amount exceeding the amount due
	d	Create a credit memo
	e	Confirm the payment
	f	Print receipt
4	a	Enter short slip number on the search screen, click on Search
	b	Confirm the information on Search Result For Owner screen
	c	Customer pays with a check with amount exceeding the amount due by \$15.00
	d	Create a refund
	e	Confirm the payment
	f	Print receipt
5	a	Enter Corp Name on the search screen, click on Search
	b	With multiple matches, select the desired owner
	c	Confirm the information on Search Result For Owner screen
	d	Customer pays in cash with amount less than the amount due

Payoff Short Slip Scenario List		
ID	Step	Scenario Description/Step
	e	Process is stopped
6	a	Enter an invalid short slip number, click on Search
	b	Process is stopped and a message is displayed " Short Slip does not exist for the search criteria"

FINAL DRAFT



## **Appendix B: Certification Request Form**

See next Page

FINAL DRAFT



## **MUNICIPAL AGENT AUTOMATION PROJECT XML SOFTWARE CERTIFICATION APPLICATION**

### **PURPOSE:**

The purpose of this form is to offer municipalities and municipal software vendors a vehicle for requesting time from the State for performing MAAP (Municipal Agent Automation Project) XML interface software certification. The State requires a 30-day lead-time prior to the beginning of certification to organize test environments and other resource availability.

### **SCOPE:**

This form can be utilized for initial software certifications or recertifications required by the State for MAAP XML entities as described in the MAAP – Local Vehicle Software Certification document.

### **CERTIFICATION SCHEDULING:**

Completion of this certification request does not guarantee any particular start or end date for certification. It will be used as an initiator for the State to begin planning to perform all related certifications tasks. The State will engage municipalities and vendors on a best effort basis.

### **CERTIFICATION APPLICATION DETAIL:**

Complete the following section in its entirety.

MUNICIPALITY/VENDOR NAME: _____
AUTHORIZED REPRESENTATIVE: _____
MUNICIPALITY/VENDOR SOFTWARE NAME/VERSION: _____
CURRENT DATE: _____

DATE A STATE TESTING ENVIRONMENT IS REQUESTED: _____
PROJECTED FUTURE CERTIFICATION DATE: _____

CURRENT MAAP XML CERTIFICATION LEVEL NUMBER: _____
<input type="checkbox"/> REQUESTING CERTIFICATION TO MAAP VERSION: _____
<input type="checkbox"/> THIS IS OUR INITIAL CERTIFICATION REQUEST

Please forward this document via e-mail or hard copy to:

Linda Rosano ([linda.rosano@oit.nh.gov](mailto:linda.rosano@oit.nh.gov)) or  
Elaine Merchant ([elaine.merchant@oit.nh.gov](mailto:elaine.merchant@oit.nh.gov))  
Office of Information Technology  
Bureau of MAAP XML Certification  
33 Hazen Drive  
Concord, NH 03305